

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF EDUCATION SERVICES
Policies and Procedures**

FACILITY USE

Effective Date:

Original Effective Date:

Reference:

Purpose:

To establish a policy concerning the use of facilities located on the campuses of the Western North Carolina School for the Deaf, the Eastern North Carolina School for the Deaf and The Governor Morehead School for the Blind.

Policy:

The Office of Education Services (OES) encourages the three schools to allow discretionary use of its facilities and grounds by internal and external agencies. Areas that may be available would include conference rooms, classrooms, dining areas, auditorium, and outside areas.

Each school must develop internal policies, designating those buildings and areas that are available for use; and any stipulations that should apply. Each school's policy must be approved by the Division Superintendent.

Agency staff, division staff and departmental agencies should be given priority consideration when requesting space for meetings, workshops and conferences. Such space should be provided without cost to the requestor, as long as the requestor is in attendance.

Other community agencies may be granted approval when requesting space for meetings, workshops and conferences that are, in some manner, related to the school's mission. Such space should be provided for a nominal fee per day.

Meals and refreshments provided by the school will be charged based upon cost of food and labor to prepare and serve.

Areas that have increased liability issues, such as the swimming pool, or gymnasium should be given careful consideration of the ramifications for the school, prior to approval.

Each school that provides over-night sleeping accommodations, food services, or use of the facilities must develop internal policies and procedures, along with a memorandum of agreement to be signed by the school and user group. Over-night guests should be limited to:

- ❑ students (at times other than Sunday through Thursday nights)
- ❑ parents of students who are attending conferences or other student-related functions
- ❑ teachers in training
- ❑ staff who would like to be on campus for special events
- ❑ Other approved event participants

Charges for over-night stay will be determined by the School Director, and be a part of the school's internal policy. Such cost is expected to cover the cost of providing linens and cleaning service and utilities.

Those schools that have teleclassrooms with access to the Information Highway should charge for the use of the facility based upon charges by other local agencies with similar accommodations. Charges for use of the teleclassroom should be no less than \$50 per day.

Procedures:

A. General Conditions

1. Use of all school facilities must be prior approved by the School Director.
2. Any alteration or decoration of the area must have prior approval.
3. All activities must be restricted to the designated room/area.
4. Room/area must be left in the same condition and configuration as when found.
5. The requestor is responsible for any damages incurred while using the facility.
6. The requestor must supply needed resources/equipment unless prior approved.
7. Visitors must park in designated parking areas.
8. Food and drink may be prohibited in specific rooms/areas.
9. All trash must be collected in proper waste containers.
10. Any public performances must be made available to school's students, free of charge.
11. All fees should be made payable to the school and forwarded to the school's Business Office.
12. The use of alcoholic beverages or illegal drugs is prohibited on the school's campus.
13. Firearms are prohibited on the school's campus.
14. Smoking is allowed only in designated smoking areas of the campus.

B. Facility Use Request

Each school's Business Manager is responsible for processing all facility use requests for the school.

The [School Facility Application](#) and [worksheet](#) must be completed prior to use of the school's facilities and forwarded to the school's Business Manager. The Business Manager is responsible for obtaining the necessary approval and signature from the Program Manager whose facility/area is being requested; and the signature of the School Director.

The Business Manager is responsible for informing the requestor of the outcome and of any specific stipulations, including costs.

A copy of the signed [Memorandum of agreement](#) is forwarded to the affected Program Manager and to the Physical Plant Director who must provide access to the facility and who insures that the facility is locked after departure of the visitors.

All permanent facility use files are maintained in the Business Office.

C. Memorandum of Agreement

In all instances, the school must develop a Memorandum of Agreement with the user group. The standard OES Memorandum of Agreement must be used.